

VI. EXPECTATIONS OF ADMINISTRATIVE AND PROGRAM CAPABILITY

Applicants must have the administrative, fiscal, and programmatic ability to manage state grant funds and the technical expertise to successfully coordinate and implement proposed project interventions, strategies, and activities. The following information is provided to prospective applicants to assess their ability to enter into a grant agreement with the OCCG.

1. Grantees will be required each year to submit on a timely basis quarterly (four [4] per year) progress reports which document progress to date on Scope of Work objectives. Grantees will also be required to submit a final project report within forty-five (45) days of the end of the grant agreement term. The format for the quarterly progress report and the final project report will be provided by the OCCG.
2. Grantees must maintain standard payroll practices including state and federal tax withholding requirements. They must have appropriate procedures designating who in the agency may sign payroll time cards, requisitions and invoices.
3. Grantees must maintain books, payroll records, documents, and ledgers following accounting procedures and practices that properly reflect all direct and indirect expenses related to this grant award. The records shall be kept and made available to the State for three (3) years from the date of the final grant award payment.
4. Grantees must obtain an annual single organization-wide financial and compliance audit at the completion of each of the grantee's fiscal years applicable to the term of the grant award. The audit shall be conducted according to Generally Accepted Auditing Standards. The costs of the audits may be included in the funding for this grant agreement up to the proportionate amount that this grant represents of the Grantee's total revenue.
5. Grantees should be aware that the State owns the copyright on all information and educational materials (print, audio visual and electronic) newly developed and produced with CCG Program funds. All materials developed in part or full with CCG Program funds must be reviewed and approved by OCCG prior to these materials being finalized, produced, and used. (See Appendix H, Copyright and Ownership of Materials and Use of Reports/Data).
6. Grantees should be aware that travel and per diem rates must not exceed those amounts paid to State-represented employees. All out-of-state travel must be approved by the OCCG prior to the scheduled trip (See Appendix I, "Travel Reimbursement Information").
7. Grantees must hire program staff that has the appropriate training and experience to fulfill the Scope of Work objectives, as well as provide fiscal and administrative staff to fulfill payroll and accounting procedures. Records documenting training and work schedules for staff and volunteers must be maintained.

8. Grantees must agree that projects will be guided by continuous input from the target population(s) served.
9. Grantees must agree to provide services in a manner that respects the beliefs, privacy, and dignity of the individual and the rights of individuals to accept or reject services. All individuals' participation must be voluntary.
10. Grantees must conduct program activities and provide educational materials (print, audio-visual, electronic) that are appropriate in terms of culture, language, literacy level, age, and gender for the intended target population.
11. The project staff shall be appropriate to best meet the cultural and linguistic characteristics of the target population(s) served.
12. Grantees must be aware of, and comply with, applicable legislation, policies regulations (i.e., California Education Code) and protocol affecting the delivery of family life health education programs and materials in selected service delivery sites, particularly public school sites.
13. Grantees shall participate in the CCG Program Statewide Evaluation and complete and submit the required reporting forms and surveys (examples provided in Appendices D and E) on a timely basis to the Statewide Evaluator.
14. Grantees must maintain accurate records and utilize state-issued reporting forms to document program implementation, which includes recording the number of people served, materials developed, and activities conducted. Personal information relating to individuals receiving services should remain confidential.
15. Grantees selected for funding will be required to enter into a grant agreement with the California Department of Health Services for the period from July 1, 1999 through June 30, 2000, with the possibility of an extension through June 30, 2002, or less if indicated, at the sole discretion of the State.
16. The Grantee must be prepared to begin the proposed project on July 1, 1999. Grantees must have successfully negotiated the Scope of Work and Budget for fiscal year 1999-2000 by June 30, 1999, in order to begin the grant on July 1, 1999. If the Scope of Work and Budget for FY 1999-2000 is not approved by June 30, 1999, the start date for the Grant Agreement will be delayed.
17. Grantees must submit all subcontract agreements that exceed \$5,000 annually to OCCG for their review and written approval prior to finalizing. (See Appendix J, "Subcontract/Consultant Criteria"). Grantees must perform an onsite monitoring visits of all subcontractors at least annually, or more frequently if needed.
18. Grantees must submit to OCCG for their review and approval all consultant agreements that exceed \$350 per eight (8) hour day prior to finalizing. (See Appendix J, "Subcontract/Consultant Criteria").

19. Child Support Compliance Act: "For any contract (grant agreement) in excess of \$100,000, the contractor (grantee) acknowledges that:

- a. the Contractor recognizes the importance of child and family support obligations and shall fully comply with all applicable state and federal laws relating to child and family support enforcement, including, but not limited to, disclosure of information and compliance with earnings assignment orders, as provided in Chapter 8 (commencing with section 5300) of Part 5 of Division 9 of the Family Code; and
- b. the Contractor, to the best of its knowledge, is fully complying with the earnings assignment orders of all employees and is providing the names of all new employees to the New Hire Registry maintained by the California Employment Development Department.

20. The Grantee represents and warrants fault-free performance in processing of date and date related data (including, but not limited to, calculating, comparing, and sequencing) by all hardware, software, and firmware products delivered and used under this contract, individually and in combination, upon installation. Fault-free includes the manipulation of this data with dates prior to, through and beyond January 1, 2000 and shall be transparent to the user.